



INFORMATION GUIDE TO WAIVERS AND PARENTAL CONSENT FORMS

The main purpose of a waiver or parental / guardian consent form is to inform participants of the potential risks associated with the activity and that the participants (or parents/guardians of minor participants) understand the risks and agree to assume the possible foreseen or unforeseen risks.

PLEASE NOTE: any activity involving minors (under age 18) requires **Parental / Guardian Consent**.

<p>1. General Requirements</p>	<p>(a) Participants in any activity must be notified they will be required to sign a waiver or obtain a parental / guardian consent form well in advance of the event (on/off campus).</p> <p>(b) Waivers and parental / guardian consent forms must:</p> <ul style="list-style-type: none">i. Identify the activity and the possible risks arising from the activity;ii. clearly identify the group organizing the activity;iii. include a description of the risks of the activity; andiv. be signed in the presence of a witness.
<p>2. Selecting Waiver</p>	<p>All waivers may be obtained on the University of Manitoba's Standard Agreements website (http://umanitoba.ca/legal_counsel/agreements.html) as follows:</p> <ul style="list-style-type: none">(a) Student trips within Canada, select "Field Trip Release, Waiver and Indemnification";(b) Student trips outside Canada, use the "Acknowledgement of Responsibility and Liability Waiver" on page 51 of the "Pre-Departure Handbook" located at http://umanitoba.ca/student/ics/media/Outgoing_Exchange_Predarture_Handbook.pdf;(c) Special or promotional activities on campus, such as organized sporting events or activities involving physical activity, select "Participant Release, Waiver and Indemnity";(d) Visitors to access the University facilities to perform activities, such as using labs for research purposes, select "Visitors on Campus – Release, Waiver and Indemnity";(e) Minors to access restricted areas, such as access to labs for school projects or as part of a school field trip, select "Minors on Campus for Educational Opportunity – Parental Consent, Waiver and Indemnity"

<p>3. Execution</p>	<p>(a) Forms should be printed double-sided.</p> <p>(b) Forms must be signed in front of a witness.</p> <p>(c) For minors (persons under age 18), parental or guardian consent must be obtained.</p> <p>(d) If possible, participants and witnesses should be instructed that:</p> <ul style="list-style-type: none"> i. Waivers/consent forms cannot be signed when or where alcohol is being served. ii. Witnesses should check picture identification to ensure the person signing waiver/consent form is over the age of 18.
<p>4. Faculty / Department Review, Storage and Disposition</p>	<p>(a) Prior to the planned activity, Faculty/Department staff should review the form to ensure:</p> <ul style="list-style-type: none"> i. the waivers/consent forms are properly and fully completed; ii. all schedules to the form, if applicable, are attached; and iii. the person signing the form has not changed or crossed out any of the wording on the form. <p>(b) A blank (i.e. unsigned, non-personalized) copy of the waiver/consent for the event must be transferred to the University Archives. A Requisition to Transfer Records form needs to be approved by the Access and Privacy Office before the transfer of blank waivers/consent forms to Archives can take place. Click here to get instructions regarding the transfer of the blank waiver/consent form to Archives.</p> <p>(c) Executed waiver/consent forms must be filed and safeguarded within the Faculty/Department for 2 years following the end of the event covered by the waiver/consent unless the participant is a minor, in which case it must be kept for 2 years after the minor reaches the age of 18. Once the retention period has been reached, the records can be confidentially destroyed. A Requisition to Destroy Records form needs to be approved by the Access and Privacy Office before destruction can take place. Click here to get instructions regarding the confidential destruction of the executed waiver/consent forms.</p>

For more information:

Contact the Office of Legal Counsel:

http://umanitoba.ca/legal_counsel/contact_us.html